
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the Maintenance Worker job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. SAFETY**(5 Questions)**

The Maintenance Worker job requires the operation of equipment that can be considered dangerous if improperly used. The purpose of this test section is to assess your knowledge of safety hazards and techniques to use to prevent work related accidents. Test question topics include:

- Lifting techniques;
- Tool and equipment hazards;
- Safety equipment.

II. FIRST AID**(5 Questions)**

Employees in this job use potentially hazardous chemicals and equipment which could result in physical injuries. Therefore, it is necessary to be aware of first aid procedures. Test question topics include first aid techniques and procedures for:

- Head injuries
- Chemical burns;
- Broken bones;
- Smoke inhalation.

III. GENERAL GROUNDS KEEPING**(16 Questions)**

Maintaining well groomed and attractive landscaping is part of the Maintenance Worker job description. In order to be competent in this area it is necessary to possess a basic understanding of grounds keeping techniques. Test question topics include:

- Lawn cutting, fertilization and maintenance;
- Pruning of trees and shrubs;
- Perennials and annuals;
- Transplanting techniques;
- Grounds keeping terms;
- Soils to use for planting trees, shrubs and flowers.

---OVER---

IV. JANITORIAL

(10 Questions)

Employees in this job are responsible for keeping buildings clean and in good repair. This section of the exam tests your knowledge of janitorial equipment and various janitorial methods and techniques. Test question topics include:

- Stain removal techniques;
- Identifying the proper use of various tools and materials;
- Methods of cleaning fixtures, windows, floors, counters, etc.

V. EQUIPMENT OPERATION & MAINTENANCE

(16 Questions)

Employees in this job must be able to operate various pieces of grounds keeping and other maintenance equipment, perform maintenance work and identify the cause of various equipment failures that may occur when performing maintenance work. Test question topics include:

- Safe use of lawn and garden equipment;
- Routine equipment maintenance;
- Troubleshooting equipment malfunctions;
- Minor equipment repairs.

VI. WRITTEN INSTRUCTIONS

(10 Questions)

Employees in this job often receive written instructions to accomplish many tasks. This section is designed to test your ability to read a set of written instructions and correctly answer questions related to these instructions. The written instruction passage presented consists of a series of janitorial tasks to be performed on a hospital unit.